

## *Minutes*

Kingston Fire District  
Board of Wardens Meeting  
23 October 2014

**Present:** Wardens Donald Cobb, Sandra Koerner, Elizabeth McNab, Vincent Rose and Ina Sciabarrasi. Also, present were, Robert Civetti, CPA Marcum LLP, Joseph Mulcahey, Coordinator Fire/Life Safety URI, Treasurer Carleen Lefebvre, Chief Nathan Barrington, Deputy Chief Christopher DeGrave (arrived at 6:43) and District Manager Jodi Hall.

**Absent:** DC Thomas Reed, Tax Collector Linda Mendillo, Stephen Baker - Director of Public Safety & Emergency Management URI.

**Call to Order:** President Cobb called the Board of Wardens Meeting to order at 6:33 p.m.

**Information/Comments/Questions from the Public:** There was no one present from the public. There were no questions or comments.

### **Annual Audit – presentation by Marcum LLP**

Robert Civetti from Marcum LLP presented the preliminary draft of the Audit. He let the Board know that the District is in a good position. He pointed out that a few years back the District passed a Resolution to maintain a combined unassigned and non-spendable fund balance of 15% of the next year's budget with the remainder being transferred to the Capital Projects Fund. The District is abiding by that policy and maintains a 15% fund balance in accordance with the Resolution. This would be rated high by bond rating agencies. He advised the Board that he had discussions with various members of the District, as is done annually as part of the audit, there were no major concerns but some common questions. Discussion was held between Barrington and Civetti in this regard. There were no further questions or comments. Civetti dismissed himself and if there are any further questions people may contact him anytime. He also offered to come back again to present to the VP Business Services J. Vernon Wyman since he was unable to attend this meeting. Civetti left at 7:26 p.m.

### **Approval of Minutes:**

**Motion:** Rose made and Sciabarrasi seconded a motion to accept Minutes from the Wardens Meetings on 09/25/14 and 10/16/14.

The minutes were reviewed. There were no further questions.

The motion passed unanimously.

### **Tax Collector's Report:**

**Motion:** Koerner made and McNab seconded a motion to accept the Tax Collector's Report.

Mendillo was not present but provided the Tax Collector's Report. The Board reviewed the report. There was no further discussion or questions.

### **URI Report:**

Baker was not present at the meeting and there was no report provided. There were not motions made.

## **Chiefs' Report:**

**Motion:** McNab made and Koerner seconded a motion to accept the Chiefs' Reports.

Barrington presented his report and presented Reed's report as he was not present but did provide a report. In his report he mentioned with the conflict in meetings he had he did have Reed go to one with representatives from URI and Narragansett Fire to discuss putting together a program for off campus house fire safety. He reiterated the comment in Reed's report regarding the fire that was put out with a crew comprised mostly of volunteers who have been members less than a year. They did a great job and it shows the quality of training at the District. Barrington reviewed the rest of Reed's report with the Board. DeGrave presented his report to the Board which also reflected the fire that Barrington spoke of as well as discussing current membership numbers and the upcoming KFD Awards & Recognition Luncheon. The Board reviewed the reports. There were no further questions.

The motion passed unanimously.

## **Treasurer's Report:**

**Motion:** McNab made and Koerner seconded a motion to accept the Treasurer's Report.

Lefebvre presented the Treasurer's Report. Koerner asked about the outstanding invoices Phi Gamma Delta and Sigma Pi Fraternities. Barrington explained that it is for malicious calls. The Board reviewed the report. There was no further discussion or questions.

The motion passed unanimously.

**Finance Committee up-date/report:** The Finance Committee met the morning of 10/23/14. Sciabarrasi reviewed the Draft Minutes from the meeting with the Board. Barrington reiterated his request to URI to have the Ladder Debt Service be split 50/50 and to put that money towards the meals plan or recruitment and retention. He said it would be around \$2500. He also explained the installation cost of the generator at the Tefft Hill Tower site, which is to be split 3 ways between the Kingston Fire District, Union Fire District and the Kingston Water District. It is \$500 more than expected but it is also a benefit to the District to have this installed. Sciabarrasi and Barrington are going to check with Wyman to see when he will be available to meet since he was not able to make the morning Finance Meeting nor this Wardens Meeting. There was no further discussion

Next meeting:

- TBD

## **New Business:**

- **Policies to review for Posting:** There were no policies to review for posting. No motions were made.
- **SOGs to review:** The Board reviewed the SOG, 40G-015 Safe Haven for Infants Act. Barrington explained to them that it is State Law for us to abide by this. There were no further questions or comments.

**Old Business:** There was no old business. No motions were made.

**Communications:** There were no communications. No motions were made.

**Information:** Mulcahey spoke to the Board regarding the work relationship between Fire/Life Safety and URI students who are also volunteer firefighters at KFD. It has been a great benefit since he became the Coordinator for Fire/Life Safety the student/volunteer firefighter are his "boots on the ground" their familiarity with the building and knowledge are a great asset. They are also very helpful with inspections and insightful when doing presentations to parents and teachers. Barrington also

mentioned that this relationship is beneficial to the District as it allows the firefighter to go on Calls as well.

A reminder was given regarding the Awards & Recognition Luncheon to be held on November 2, 2014 at the Station at 2:00 p.m.

**Next Meetings:**

- ~~November 13, 2014 at 6:30 PM at the KFD Station – Monthly Wardens Meeting~~ *CANCELLED*
- December 11, 2014 at 6:30 PM at the KFD Station – Monthly Wardens Meeting

**Adjournment:**

**Motion:** Rose made and Sciabarrasi seconded a motion to adjourn the meeting.

The meeting was adjourned at 8:20 p.m.

The motion passed unanimously.

Respectfully submitted,

Jodi Hall  
District Manager